

Director of Finance

Full-Time, Exempt Position

SUMMARY STATEMENT

The Director of Finance works as a key member of the organization's leadership team. The Director of Finance will take a leadership role in building, implementing, and overseeing all of the financing activities of the organization. S/he works with the CEO, VP of Finance, and Board Finance Committee members to provide financial guidance to the business decisions. The position reports to VP of Finance. S/he will monitor and oversee all accounting infrastructure and coordinate with Billing Department for the maximum revenue cycle management. The position also needs to ensure compliance with the generally accepted accounting principles, agency policies and procedures, and internal controls.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Oversees all accounting and financing activities of the organization.
- Supervises month end closing activities and prepares the monthly financial reports.
- Presents reports to the Board Finance Committee regarding the financial activities on a monthly basis.
- Oversees all accounting files and records; prepares/reviews organizational fiscal budget and monthly expenditure report/financial statements, provides projections, forecasts, and analyzes financial impacts with analysis of actual versus budget performance to determine variances.
- Maintains and updates accounting policies and procedures.
- Interfaces with HR to oversee payroll and adherence to agency P&P and labor laws and regulations.
- Manages internal procedures for monitoring of grant awards and work plans for compliance and also ensures compliance with reimbursement protocols and procedures for funders and staff.
- Supervises grant management and tracks expenses per contracts, funds, budgets, and programs.
- Monitors activities for banking, endowment funds and other investments, manages investment policies and procedures, and prepares reports to the CEO and Board Finance Committee.
- Supervises benefits administration and drives annual renewal decision making processes.
- Works with the CEO, VP of Finance and other Department leads to develop internal budgets, projections and forecasts that will have a long-term effect on the organization.
- Makes recommendations according to accounting trends and track progress.
- Prepares variance analysis with actual vs budget.
- Coordinates independent financial and regulatory audits and establish quality operational standards and cost controls to drive internal and external improvements.
- Evaluates and makes improvements to accounting processes while ensuring that practices comply with organization accounting policies.
- Works with VP of Finance for the annual Unified Data Systems (UDS) and OSHPD reports.
- Leads FQHC HRSA budgeting and preparation of various reports including Federal Financial Reports.
- Prepares and coordinates with the all external audits and HRSA site visits.
- Attends various leadership meetings including external association meetings.
- Supervises and mentors Accounting and Billing staff.
- Special projects and other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Business, Finance or related field plus Masters or CPA/CMA certification highly desired.
- Minimum 8 - 10 years of hands on accounting experience in a paid position, utilizing all aspects of AP/AR/GL.
- Federally Qualified Health Center or Not for Profit work experiences are preferred
- Knowledge of GAAP and related regulations as well as government and non-profit accounting and OMB Circulars.
- Direct supervisory experience of paid employees.
- High level proficiency in Excel.
- Exemplary follow-through reliability and accountability with a sense of urgency.
- Self-motivated starter with strong work ethics.
- Strong time management skills, including deadline prioritization of multiple projects with conflicting deadlines.
- Commitment to accurate and high-quality work.
- Maturity and trustworthiness to handle extremely confidential and sensitive information.
- Professionalism and sound judgment in dealing with sensitive and confidential issues.
- Reliable transportation, current driver's license and auto insurance.

HOW TO APPLY

Send cover letter and resume to HR@LAKHEIR.org.
